

## INSTRUCTIONS FOR FILING IN A MULTI-DEFENDANT CASE IN THE DISTRICT OF MONTANA

Filings in multi-defendant cases should be e-filed **only** in the defendant's case in which the filing pertains to. The following screen shots depict how to e-file a document that pertains to defendant Pipe in case number CR-10-002-GF-SEH.

In the example below, 10-2 has been entered as the case number. A list of all possible cases fitting the search criteria of 10-2 is displayed below. Notice that 4:10-CR-00002-SEH, USA v. Pipe, et al, has a box with a "+" to the right of the case number, which indicates it's a multi-defendant case.

The screenshot shows a web browser window titled "CM/ECF - District of Montana LIVE - Windows Internet Explorer". The address bar displays the URL "https://ecf.mtd.circ9.dcn/cgi-bin/Dispatch.pl?crmotion". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "CM/ECF - District of Montana LIVE". The main content area has a blue header with the "ECF" logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the "Motions" section is active. A "Criminal Case Number" search box contains the text "10-2" and a "Hide Case List" button. Below the search box, a list of cases is displayed under the heading "Select a case:". The cases are listed with checkboxes and case numbers, including "1:10-cr-00002-JDS USA v. Jansen", "1:10-mj-00002-CSO USA v. White (closed 01/26/2010)", "2:10-cr-00002-DWM USA v. Chelini", "2:10-mj-00002-JCL USA v. Ramos-Alvarez et al (closed 03/03/2010)", "4:10-cr-00002-SEH USA v. Pipe et al", "4:10-mj-00002-RKS USA v. Lepla (closed 02/03/2010)", "6:10-cr-00002-DWM USA v. Jones", "6:10-mj-00002-JCL USA v. Jenkins", "9:10-cr-00002-DWM USA v. Burrington", and "9:10-mj-00002-JCL USA v. Meza-Flores (closed 02/18/2010)". The case "4:10-cr-00002-SEH USA v. Pipe et al" has a small box with a "+" symbol to its right. At the bottom of the search box, there is a "NEXT - Click here to advance to next screen" button and a "Clear" button. The status bar at the bottom of the browser window shows "Done" and "Internet | Protected Mode: Off".

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For multi-defendant cases, it's **EXTREMELY** important to click the box to the **right** of the desired case to expand the list so that all defendants appear as shown below. Once the list has expanded, click the box to the **left** of the defendant that the filing relates to, then click Next. **Do not select all defendants, or simply select the main case number, if the filing only pertains to one defendant, select only the defendant the filing relates to.** Doing so will unnecessarily put the filing in the case for every defendant when it only relates to one defendant. If motions pertaining to only one defendant are filed in the cases of all defendants, the joinder functionality will not function if a co-defendant attempts to join in a motion.

**Note:** If the filing pertains to all defendants, then select all defendants by clicking in the box to the left of the case number.

CM/ECF - District of Montana LIVE - Windows Internet Explorer

https://ecf.mtd.circ9.dcn/cgi-bin/Dispatch.pl?cmotion

File Edit View Favorites Tools Help

CM/ECF - District of Montana LIVE

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

Criminal Case Number

4:10-cr-2-1 Hide Case List

Select a case:

- ☐ 1:10-cr-00002-JDS USA v. Jansen
- ☐ 1:10-mj-00002-CSO USA v. White (closed 01/26/2010)
- ☐ 2:10-cr-00002-DWM USA v. Chelini
- ☐ 2:10-mj-00002-JCL USA v. Ramos-Alvarez et al (closed 03/03/2010)
- ☒ 4:10-cr-00002-SEH USA v. Pipe et al
  - ☒ 4:10-cr-00002-SEH-1 Shelly Devonne Pipe
  - ☐ 4:10-cr-00002-SEH-2 Paul James Berner
  - ☐ 4:10-cr-00002-SEH-3 Evadna M. Running Bear
  - ☐ 4:10-cr-00002-SEH-4 Dolly Diane Crowe
  - ☐ 4:10-cr-00002-SEH-5 Connie Jean Smith
  - ☐ 4:10-cr-00002-SEH-6 Angelita Marie Headdress
- ☐ 4:10-mj-00002-RKS USA v. Lepla (closed 02/03/2010)
- ☐ 6:10-cr-00002-DWM USA v. Jones
- ☐ 6:10-mj-00002-JCL USA v. Jenkins
- ☐ 9:10-cr-00002-DWM USA v. Burrington
- ☐ 9:10-mj-00002-JCL USA v. Meza-Flores (closed 02/18/2010)

NEXT - Click here to advance to next screen Clear

Done Internet | Protected Mode: Off 100%

## INSTRUCTIONS FOR FILING IN A MULTI-DEFENDANT CASE IN THE DISTRICT OF MONTANA

From the pick filer screen, select the filing party, defendant Pipe in the example below, and click the next button. Complete the e-filing process as with any other case. Sh

CM/ECF - District of Montana LIVE - Windows Internet Explorer

https://ecf.mtd.circ9.dcn/cgi-bin/Dispatch.pl?925206977869057

File Edit View Favorites Tools Help

CM/ECF - District of Montana LIVE

ECF Civil Criminal Query Reports Utilities Search Logout

Motions

4:10-cr-00002-SEH USA v. Pipe et al

Pick Filer

Collapse All Expand All

4:10-cr-2-1

USA pla

Shelly Devonne Pipe dft

Paul James Bemmer dft

Evadna M. Running Bear dft

Dolly Diane Crowe dft

Connie Jean Smith dft

Angelita Marie Headdress dft

Select the filer.

Select the Party:

USA [pla]

Pipe, Shelly Devonne [dft]

Bemmer, Paul James [dft]

Running Bear, Evadna M. [dft]

Crowe, Dolly Diane [dft]

Smith, Connie Jean [dft]

Headdress, Angelita Marie [dft]

Next Clear

Internet | Protected Mode: Off 100%